

City of Gahanna Department of Parks & Recreation
200 S. Hamilton Road, Gahanna, Ohio 43230
(614) 342-4250 Fax: (614) 342-4351

Parks Facility Reservation Form

(Complete this application and return it to the Department of Parks & Recreation)

Name of Park: _____ Facility Reserved: _____
Applicant's Name: _____ Activity: _____
Applicant's Address: _____ Date Reserved: _____
City, State, Zip: _____ Time slot reserved: **10am–2pm or 4pm–8pm**
Applicant's Phone Numbers: _____ Person in charge: _____
Home _____ Work _____ Contact #: _____
Concession sales: ____yes ____no Estimated Attendance: _____

The Department of Parks & Recreation reserves the right to deny use of City Parks and facilities to the groups who fail to comply with the rules and regulations set forth by the Department and the City of Gahanna. It is understood that the group/organization using the above park/facility will comply with the laws of the State of Ohio, the City of Gahanna, and all rules and regulations set forth by the Gahanna Department of Parks & Recreation; and

1. **Consumption or carrying of beer and/or alcoholic beverages is prohibited in all City of Gahanna Parks. Alcohol brought to any park is a misdemeanor crime;**
2. **No person shall carry firearms or other weapons into the parks. Any weapon brought to the park is a misdemeanor crime;**
3. Will be responsible for all persons in the group using park facilities;
4. Assumes liability for any damage done to the park and facilities;
5. Will make certain all cooking fires will be properly extinguished;
6. Will not use wood in the charcoal grills;
7. Will park **only** in designated areas;
8. Will observe all posted rules by shelters, athletic fields, etc;
9. Will observe the rules and regulations established for the conduct of the parks of the City of Gahanna by the Parks & Recreation Board;
10. Will enter a facility on the reserved day no sooner than 9:00am and leave the premises no later than dusk;
11. Will put litter associated with your event in containers provided;
12. Any groups that abuse a facility or violate rules and regulations will not be issued any future permits, and charges for damage will be assessed;
13. **Decorations may be taped to surfaces only-no tacks, staples, screws or nails anywhere in the shelter;**
14. **No confetti, glitter and/or similar decorations;**
15. Portable grills are prohibited inside the shelter house. Any cooking apparatus using bottled propane is not permitted inside the shelter house;
16. No betting or gambling;
17. Pets are permitted in the shelter houses but must be on a leash. Please discard of your pets waste properly;
18. Live entertainment must have prior approval by the Director of Parks & Recreation;
19. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities.

Non-profit organization: Yes No (if yes, attach copy of exemption certificate)

Rental fee amount: (effective 2/1/07)

Friendship Park Shelter:	\$40/time slot-residents	\$60/time slot-non residents
Woodside Green Park Shelter:	\$40/time slot-residents	\$60/time slot-non residents
Friendship Park Gazebo:	\$20/time slot-residents	\$30/time slot-non residents
Pizzurro Park Shelter:	\$20/time slot-residents	\$30/time slot-non residents
Athletic Facility/Field:	\$50/2 hr/field	\$80/2 hr/field
Athletic Facility/Field:	\$100 all day/field	\$150 all day/field

Cancellation Policy:

If cancellation occurs:

- **More than 30 days from event: full refund less \$10 administration fee**
- **Between 14 – 29 days from event; 50% refund**
- **Less than 13 days from event: nor refund.**
- **Fees will not be refunded if event is canceled due to inclement weather.**

Date Change Policy: There is a \$10 administrative fee to change the date of a processed rental.

Gahanna resident rate:

\$_____ Per time slot = \$_____ (check # _____ or cash) (Pd _____)

Non-resident rate:

\$_____ Per time slot = \$_____ (check # _____ or cash) (Pd _____)

DEPOSIT (REFUNDABLE):

- **\$100.00 (CLEANING/DAMAGE) DEPOSIT: * (MAY NOT BE PAID WITH CASH OR CREDIT CARD)**

\$_____ (CHECK/M.O# _____) (PD. _____)

For Gahanna Jefferson Public School District organizations, and Gahanna Partner Youth Sports Leagues the hourly rate is waived. For all other non-profit organizations, approved by the Parks & Recreation Board, the hourly rate will be discounted.

Visa or MC #: _____ Exp. date: _____

Name as it appears on card: _____

The above conditions have been read. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant: _____ Date: _____

Employee taking payment: _____ Date: _____